



B60730-02

Facilities and Support Services  
Records Management and Control

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Safety Engineering 501 Pulliam Street S.W. Room 211 Atlanta, Georgia 30334	Application Number	87-2
Application Number		Date Received JUL 30 1986	Date Completed JAN 12 1987
2. Person to Contact Earl Everett		Working Title Chief, Safety Engineer	Telephone Number 656-2966
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1-1-86	Latest to present	5. Records Series Title (followed by title used in office; if different) Elevator Permit and Application for Permits to Install or Alter Elevators	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Chief, Safety Engineer - In charge of the Inspection Division's mission to inspect boilers and pressure vessels in Georgia, as well as elevators, escalators, and other machinery which fall under industrial safety laws.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: the Safety Engineering Inspection of Elevators and Escalators.  Included are: DOL-4215 Elevator Permit DOL-4217 Application for Permits to Install or Alter Elevators.  File is arranged: annually by calendar year, thereunder arranged alphabetically by name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

DOL-144 (R-5/85)

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Insurance company will keep a copy.
X	i. Is this series (or a major portion of it) regularly microfilmed? Microfilm equipment if being requested.
X	j. Does the record series result in a computer printout? Computer program is being developed.

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | 5 years.     |
| b. Statute of limitation | _____ years. | e. Administrative need            | 5 years.     |
| c. Federal Law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To satisfy any potential audit requirements, litigation and/or claims.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then.

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 5 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

## Note:

File series to be cut off at end of each Calendar Year; hold in current files area five (5) years; then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	7-19-86		7/24/86
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
	7-28-86		7/29/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	Secretary of State/Designee		1-7-87
	Attorney General/Designee		1/6/87
			1/10/87

(Reverse Side)